

Today's Date \_\_\_\_\_ Date of your event \_\_\_\_\_

**PLEASE USE A SEPARATE FORM FOR EACH DAY OF YOUR EVENT**

Your Name/Ministry Name \_\_\_\_\_  
 Type of Event \_\_\_\_\_  
 Your Phone Number(s): \_\_\_\_\_

**PLEASE READ BEFORE CONTINUING:**

Please review your form and arrangements no later than 10 days prior to your event. **Changes will not be accepted after that time.** All events must end no later than 10:00 pm. If you need sound/video, arrangements **MUST** be made no later than 10 days prior to your event. Please contact Rodney Harrison, Minister of Music, for ALL sound and video requirements (704-872-4139, ext. 208, or: rodney@westernavenue.org). Please, do not use tape on any doors. Magnets may be used on metal exterior doors. No duct tape on doors, walls, floors, anywhere. After your event, place trash in trash cans, take all decorations, food, drinks, personal belongings as you leave. WABC will not be responsible for articles left after your event. The WABC cleaning service will take care of the trash cans, check restrooms, clean floors, and reset for the next event.

Your event begins at \_\_\_\_\_ am/pm      Your event ends at \_\_\_\_\_ am/pm  
 You need the room set/doors unlocked at \_\_\_\_\_ am/pm  
 We may clean/lock the room(s) at \_\_\_\_\_ am/pm

What room(s) are you reserving: \_\_\_\_\_

What entrance would you like unlocked: **Please circle**  
 Fellowship Hall      Children's Canopy      Foyer/Worship Center  
 Back Canopy      Side Entrance

**SET UP**

How many 5' white round tables do you need: \_\_\_\_\_

How many chairs at these round tables: \_\_\_\_\_

How many rectangle tables do you need: \_\_\_\_\_

How many chairs at these rectangle tables: \_\_\_\_\_

Do you need extra chairs or tables: \_\_\_\_\_

*You may draw a set-up diagram and include with this form.*

FOR OFFICE USE ONLY:	NOTES:	OPEN/CLOSE:
Cleaning Service (fax) _____		Cleaning Service
Cleaning Service (church) _____		Custodian
Custodian _____		
Kitchen _____		Dale of Event
Preschool Department _____		
Music Department _____		
Ministry Scheduler _____		